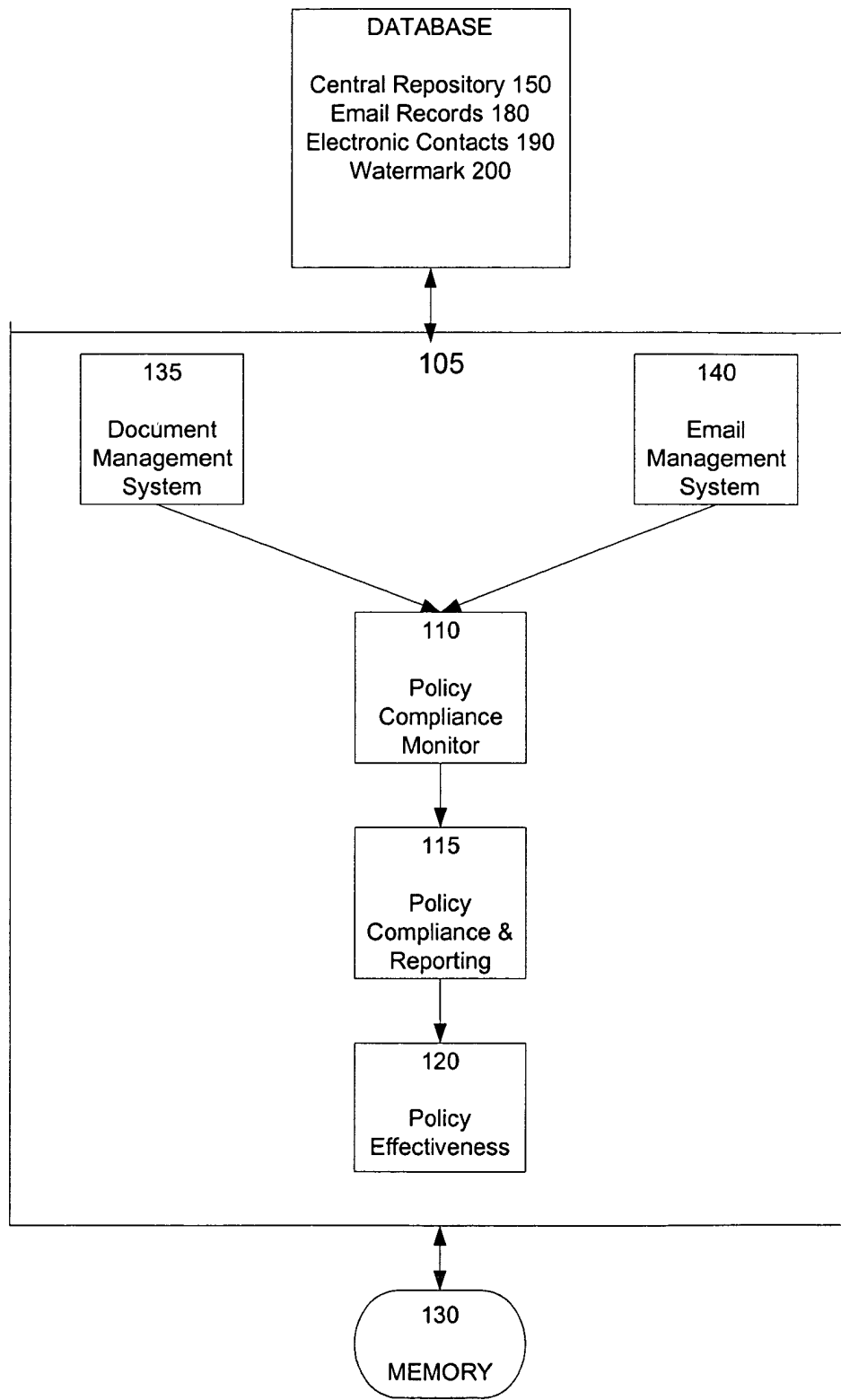
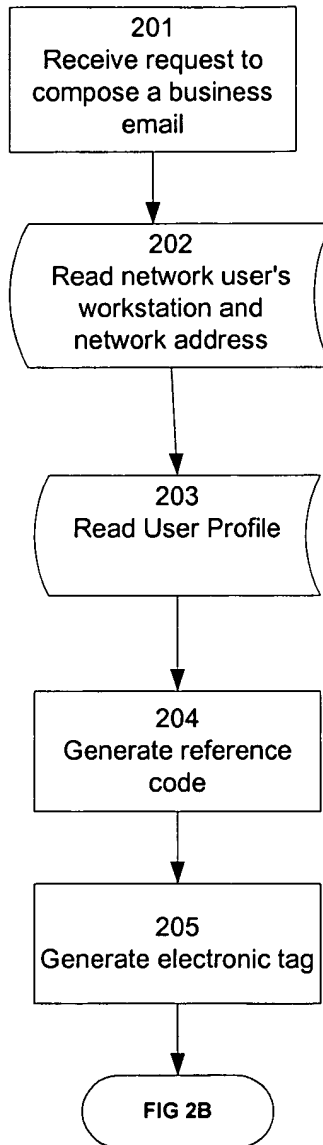


FIG. 1

100



**FIG. 2A**



**FIG. 2B**

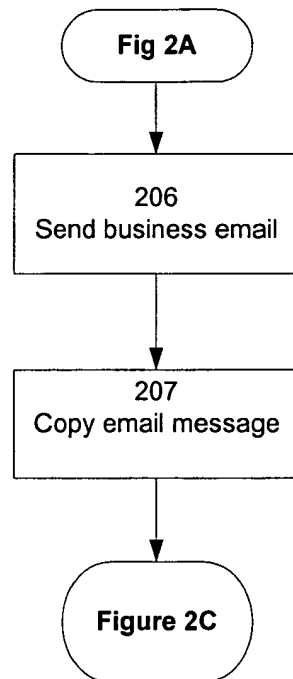
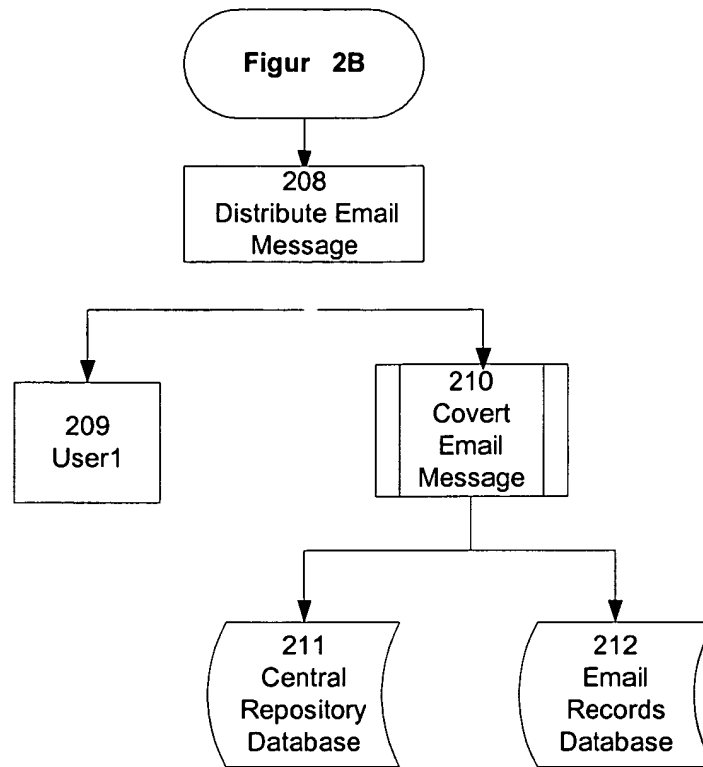
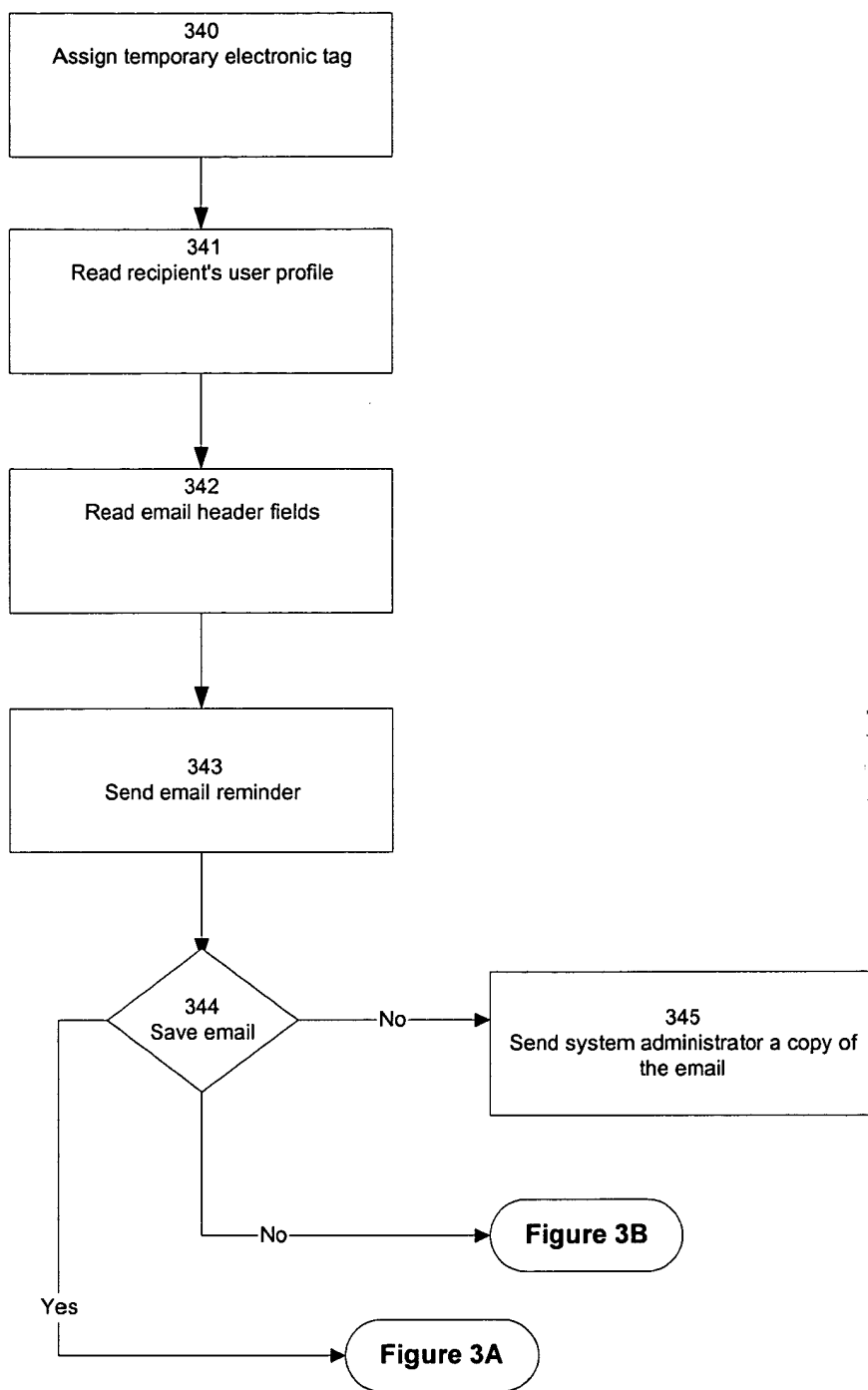


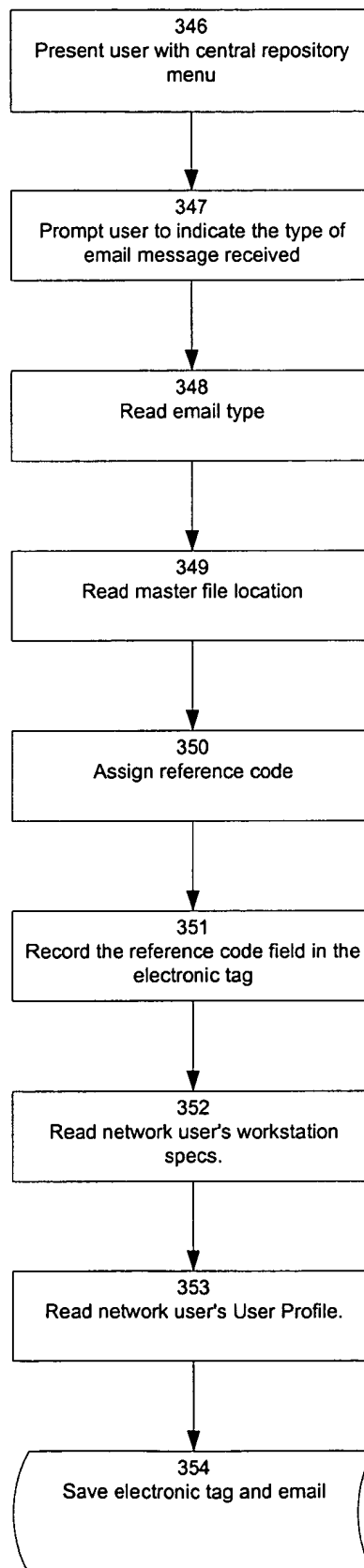
FIG. 2C



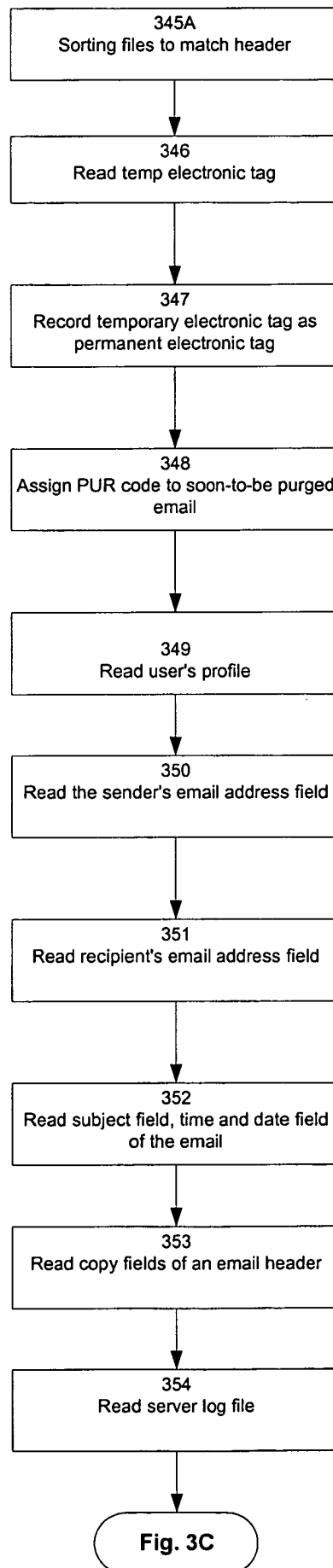
**Figure 3**



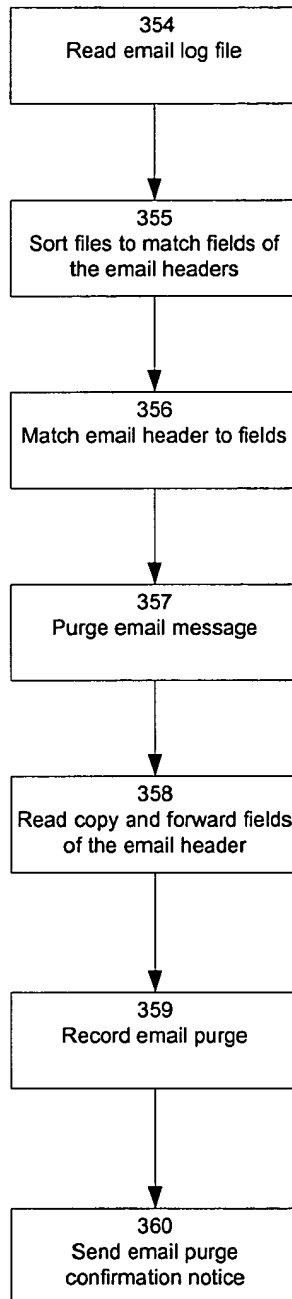
**Figure 3A**



**Figur 3B**



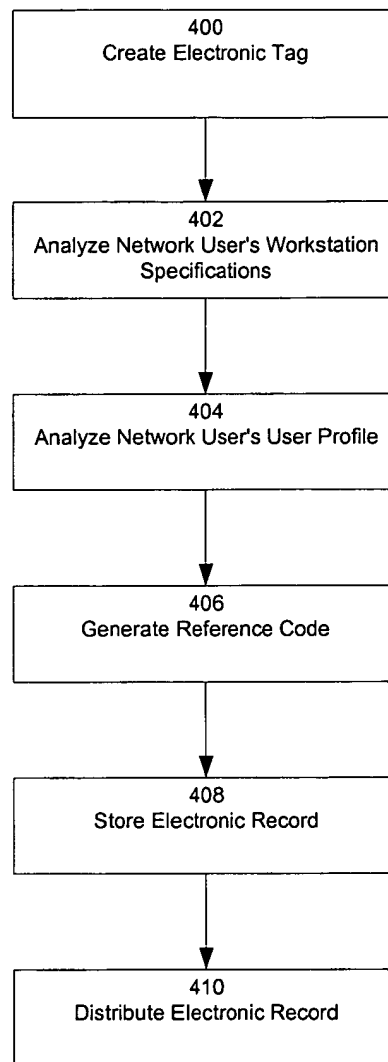
**Figur 3C**



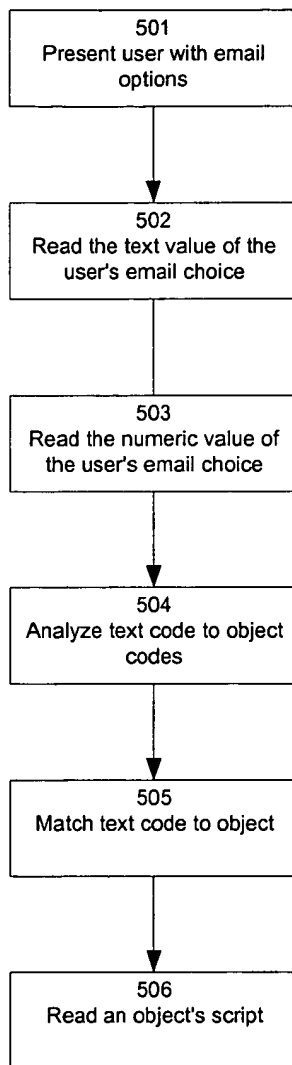
354 355 356 357 358 359 360



**Figure 4**



**Figure 5**



**Figure 6**

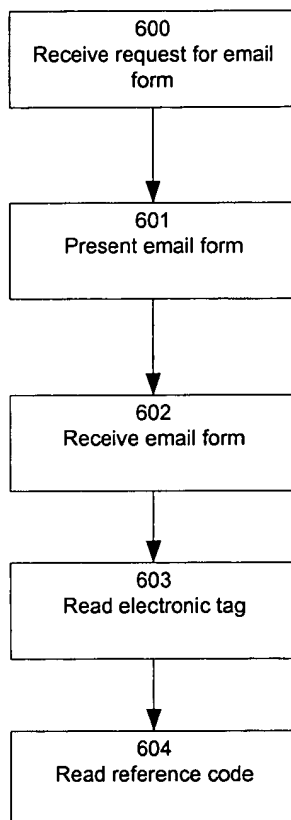
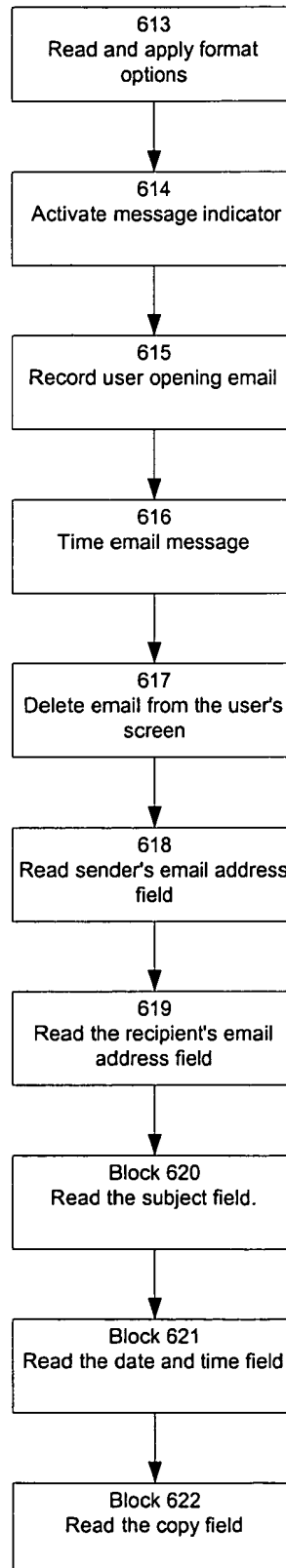
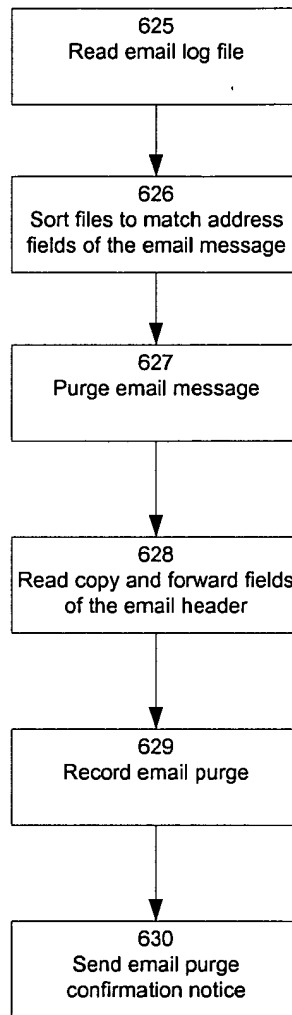




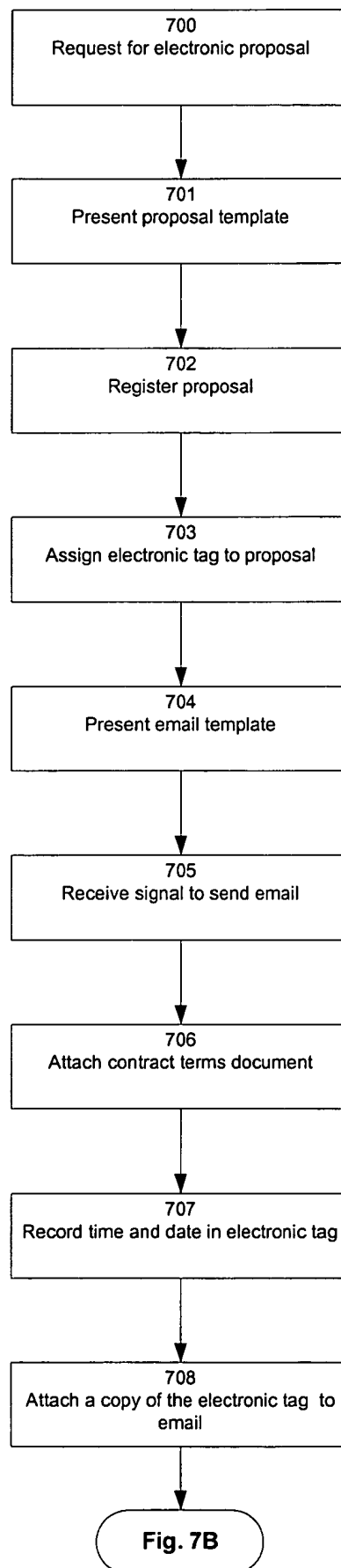
Figure 6C



**Figure 6D**



**Figure 7**



**Figure 7B**

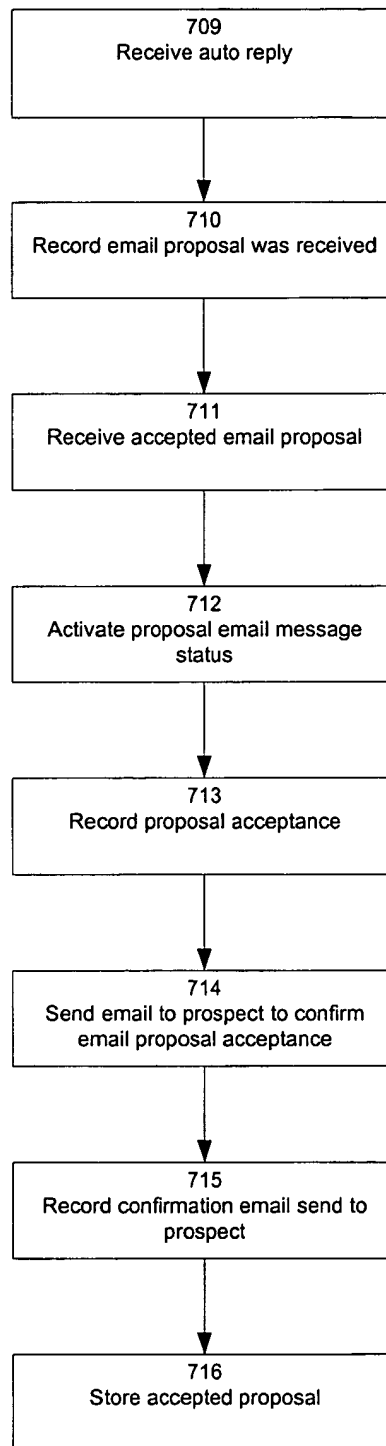




Figure 8A

<i>Email Tag</i>	
File Edit Message Transfer Mailbox Settings Special Help	
<a href="#">View Tag</a>	Reference Code: _____
	Software used (auto) _____
	Software version (auto) _____
	Other storage media _____
<a href="#">Help</a>	Workstation of origin (auto) _____
<a href="#">Support Services</a>	Documents original version (auto) _____
<a href="#">How To</a>	Prepared by (auto) _____
	Passwords and log in verification (auto) _____
	Type of documents (drop down menu) _____
	(Legal, Correspondence, Personnel, Accounting, Finance, Other)
	Client name _____ (drop down menu)
	Client # _____ scan match the client name
	Project # _____ scan client name and client #
	Purpose of document (drop down box) _____
	Date (auto) _____
	Time (auto) _____
	Fill in box for text notes _____
	Document Version Number _____
	(auto if you use Save As command)
	Authoritative version Yes No
	Cross referenced to: (List document codes in drop down menu, click menu for further information)
<div>◀ previous next ▶ print ▶ 10/20/98</div>	

Figure 8B

**Email Tag**

File Edit Message Transfer Mailbox Settings Special Help

**View Tag**

**Help**

**Support Services**

**How To**

Reference Code: \_\_\_\_\_

Workstation of origin (auto) \_\_\_\_\_

Documents original version (auto) \_\_\_\_\_

Prepared by (auto) \_\_\_\_\_

Division/Department \_\_\_\_\_

Network User's Employment Number (auto) \_\_\_\_\_

User Passwords and log in verification (auto) \_\_\_\_\_

Client name \_\_\_\_\_ (drop down menu)

Client # \_\_\_\_\_ scan match the client name

Project # \_\_\_\_\_ scan client name and client #

Purpose of document (drop down box) \_\_\_\_\_

Date (auto) \_\_\_\_\_

Time (auto) \_\_\_\_\_

Document Version Number \_\_\_\_\_

(auto if you use Save As command)

Authoritative version Yes No

Cross referenced to: (List document codes in drop down menu, click menu for further information)

Type of documents (drop down menu) \_\_\_\_\_

(Legal, Correspondence, Personnel, Accounting, Finance, Other)

Notes: \_\_\_\_\_

previous next print 10/20/98

Figure 8C

**Email Tag**

File Edit Message Transfer Mailbox Settings Special Help

**View Tag**

**Help**

**Support Services**

**How To**

Reference Code: \_\_\_\_\_

Client name \_\_\_\_\_ (drop down menu)

Client # \_\_\_\_\_ scan match the client name

Project # \_\_\_\_\_ scan client name and client #

Purpose of document (drop down box) \_\_\_\_\_

Date (auto) \_\_\_\_\_

Time (auto) \_\_\_\_\_

Software used (auto) \_\_\_\_\_

Software version (auto) \_\_\_\_\_

Workstation of origin (auto) \_\_\_\_\_

Documents original version (auto) \_\_\_\_\_

Prepared by (auto) \_\_\_\_\_

Passwords and log in verification (auto) \_\_\_\_\_

Document Version Number \_\_\_\_\_

(auto if you use Save As command)

Authoritative version Yes No

Cross referenced to: (List document codes in drop down menu, click menu for further information)

Type of documents (drop down menu) \_\_\_\_\_

(Legal, Correspondence, Personnel, Accounting, Finance, Other)

Notes: \_\_\_\_\_

previous next print 10/20/98

Figure 9

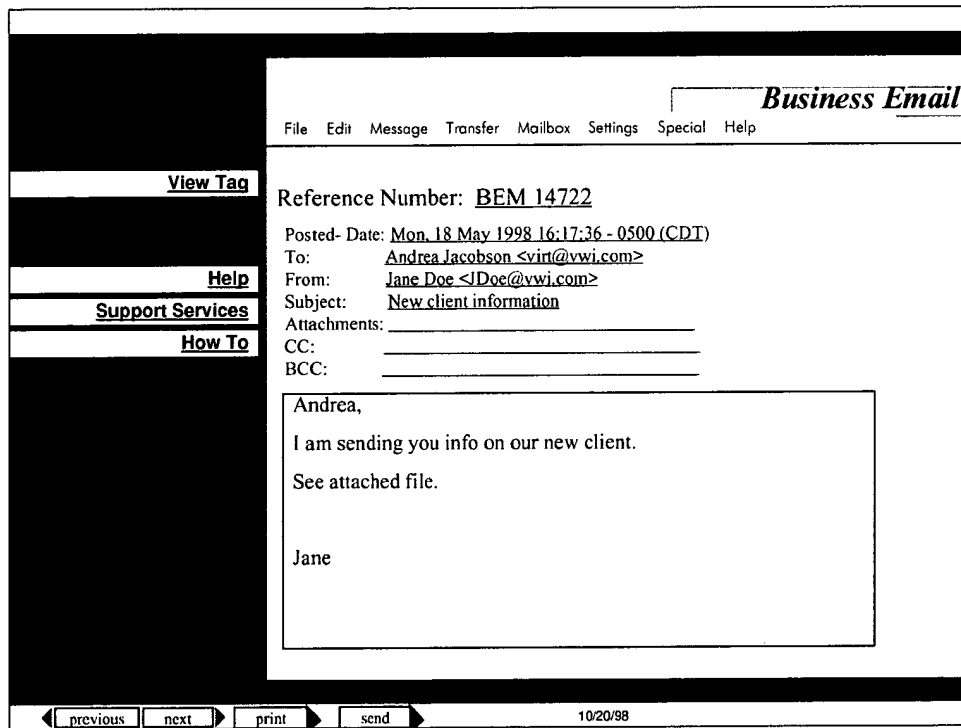


Figure 10

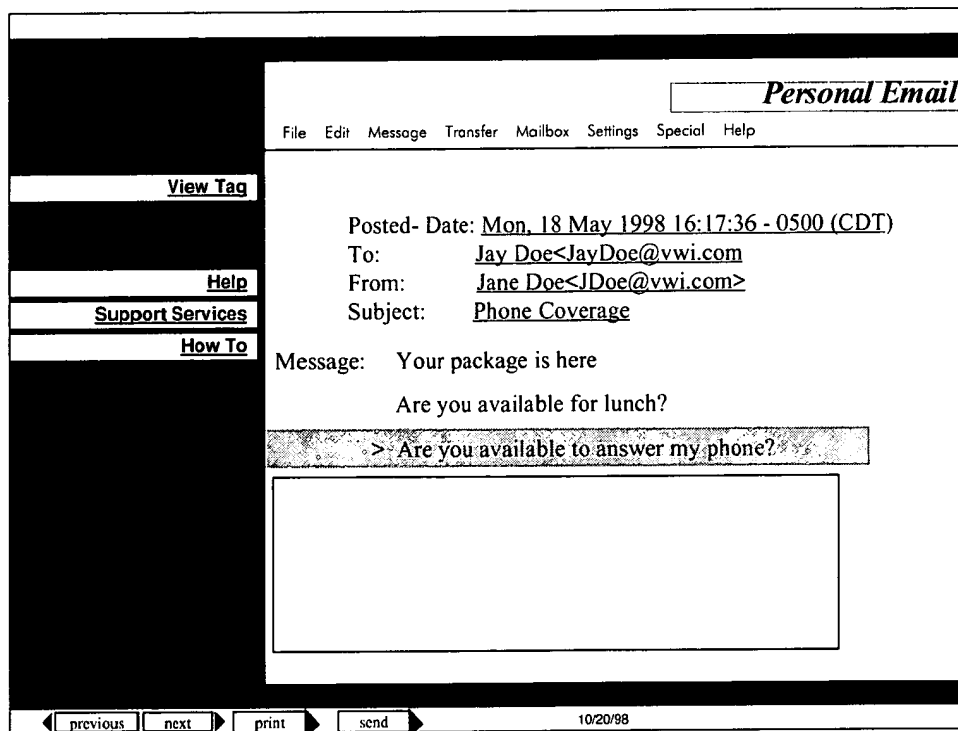


Figure 11

The screenshot displays the Minute Mail web interface. On the left is a dark sidebar with navigation links: [View Tag](#), [Help](#), [Support Services](#), and [How To](#). The main content area has a title bar with the Minute Mail logo and a menu bar with options: File, Edit, Message, Transfer, Mailbox, Settings, Special, and Help. Below the menu bar, the email details are shown: Reference Number: MMM 14722, Posted- Date: Mon, 18 May 1998 16:17:36 - 0500 (CDT), To: Andrea Jacobson <vjrt@vwi.com>, From: Jane Doe <JDoe@vwi.com>, Subject: New client information, Attachments: \_\_\_\_\_, CC: \_\_\_\_\_, and BCC: \_\_\_\_\_. The email body contains the text: Andrea, My pin number is 0908, Jane. At the bottom, there is a navigation bar with buttons for previous, next, print, and send, along with the date 10/20/98.

**Minute Mail**

File Edit Message Transfer Mailbox Settings Special Help

[View Tag](#)

[Help](#)

[Support Services](#)

[How To](#)

Reference Number: MMM 14722

Posted- Date: Mon, 18 May 1998 16:17:36 - 0500 (CDT)

To: Andrea Jacobson <vjrt@vwi.com>

From: Jane Doe <JDoe@vwi.com>

Subject: New client information

Attachments: \_\_\_\_\_

CC: \_\_\_\_\_

BCC: \_\_\_\_\_

Andrea,  
My pin number is 0908  
Jane

previous next print send 10/20/98

< > MAIN MENU EXIT

Figure 12

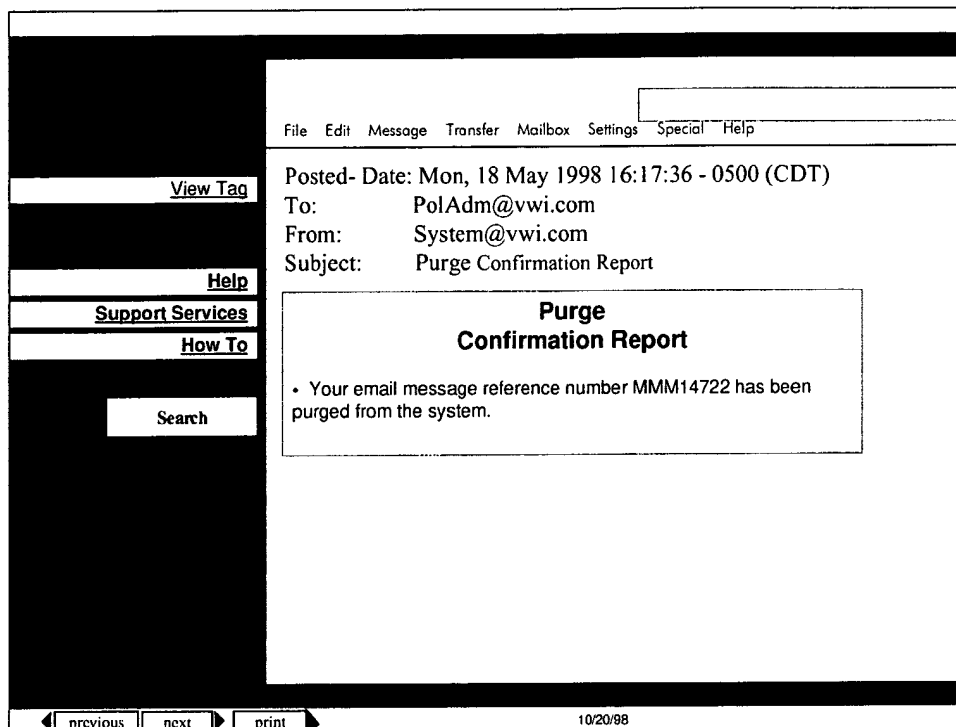


Figure 13

The screenshot displays the Intramail web interface. On the left is a dark sidebar with navigation links: [View Tag](#), [Help](#), [Support Services](#), and [How To](#). The main content area has a header with the **Intramail** logo and a menu: File, Edit, Message, Transfer, Mailbox, Settings, Special, Help. The email details are as follows:

Email Code Number: PEM 1000

Posted- Date: Mon, 18 May 1998 16:17:36 - 0500 (CDT)

To: Andrea Jacobson <virt@vwi.com>

From: Jane Doe <JDoe@vwi.com>

Subject: Weekend plans

Attachments: \_\_\_\_\_

CC: \_\_\_\_\_

BCC: \_\_\_\_\_

The email body text is enclosed in a box and reads:

Andrea,

I'll see you Friday night. My flight gets in at 8 p.m. I'll call you as soon as I get into town.

Jane

At the bottom of the interface is a navigation bar with buttons for [previous](#), [next](#), and [print](#), along with the date 10/20/98.



Figure 14

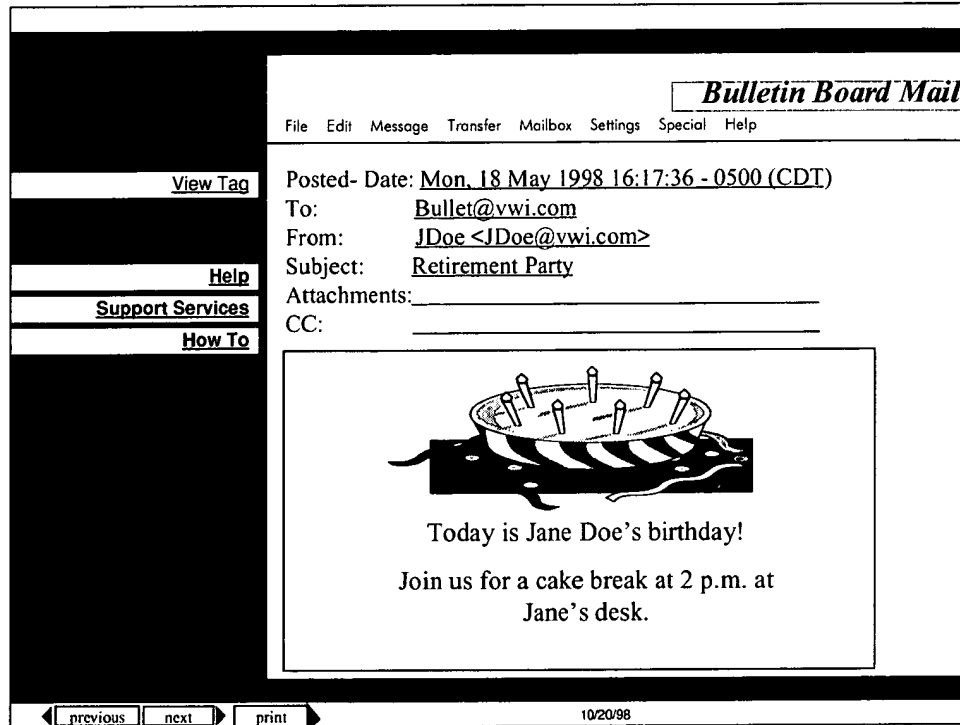


Figure 15

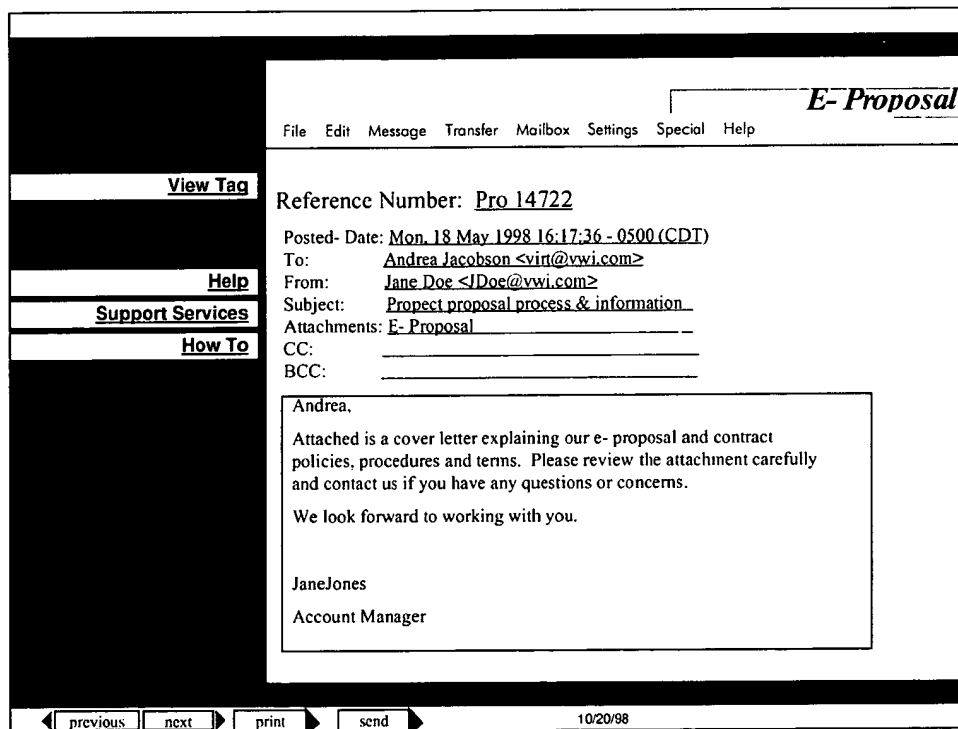


Figure 16

**E-Proposal Confirmation**

File Edit Message Transfer Mailbox Settings Special Help

[View Tag](#)

[Help](#)

[Support Services](#)

[How To](#)

Reference Number: Pro 14722

Posted- Date: Mon, 18 May 1998 16:17:36 - 0500 (CDT)

To: Andrea Jacobson <virt@vwi.com>

From: Jane Doe <JDoe@vwi.com>

Subject: Propect proposal process & information

Attachments: E- Proposal

CC: \_\_\_\_\_

BCC: \_\_\_\_\_

Proposal Confirmation: May 18, 1998 16:19:30 - 500 (CDT)

◀ previous next ▶ print ▶ send ▶ 10/20/98

Figure 17

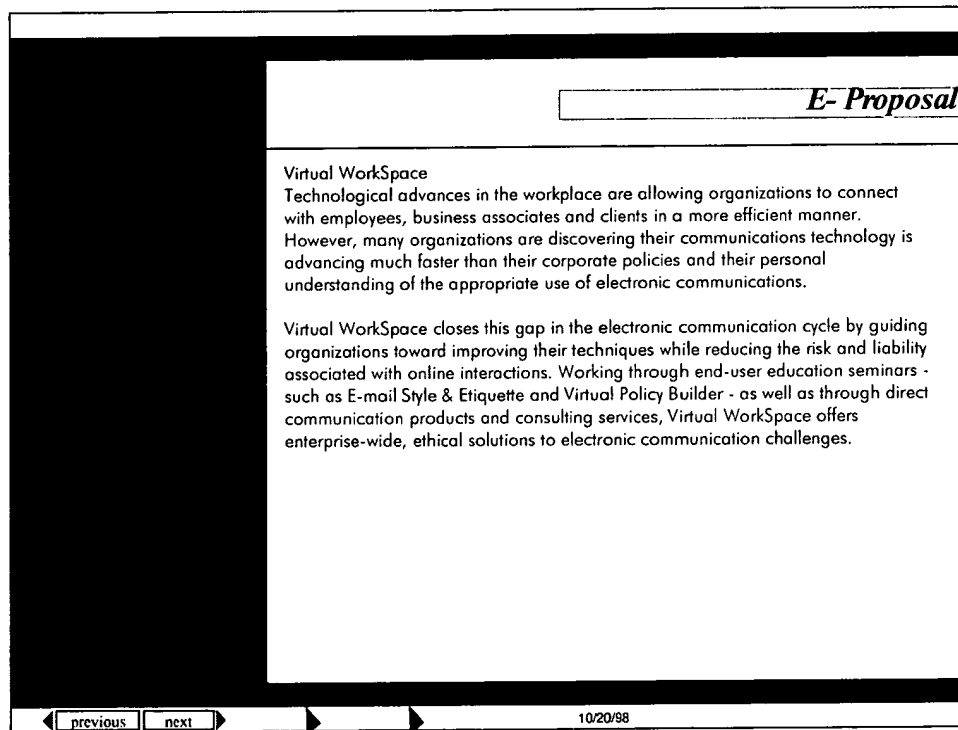


Figure 18

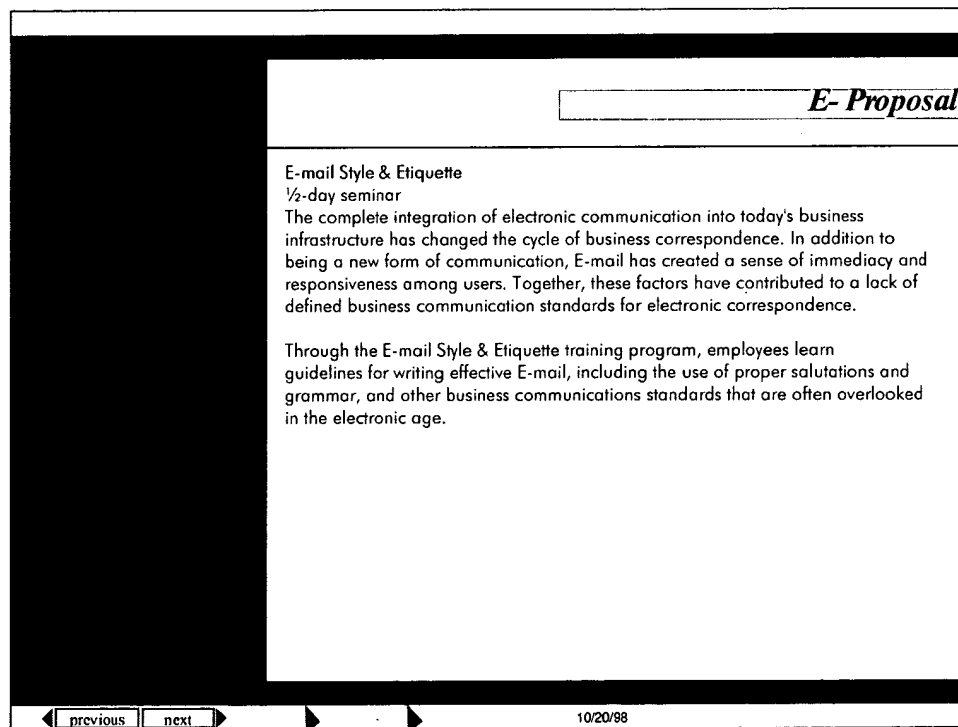


Figure 19

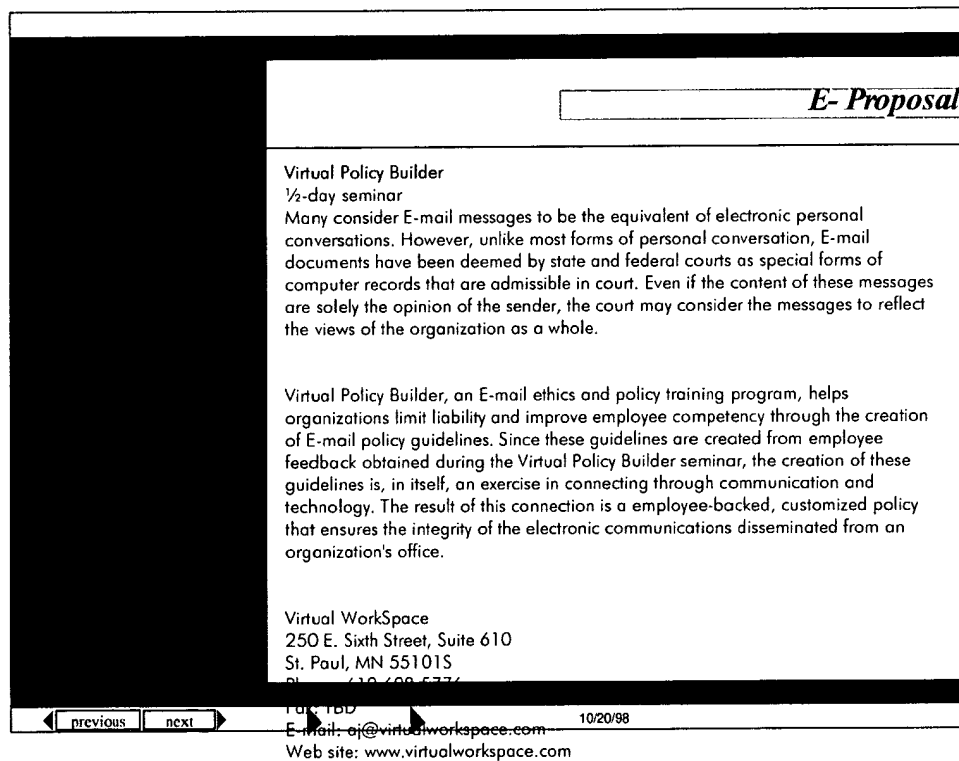


Figure 20

The image shows a screenshot of a web-based form titled "E- Proposal". The form is divided into two main sections. The top section is a header area with a black background and white text. The bottom section is a large white area with a black border. The text in the white area is as follows:

If you have any questions, please contact us at:

Virtual WorkSpace  
250 E. Sixth Street, Suite 610  
St. Paul, MN 55101S  
Phone: 612.698.5776  
Fax: TBD  
E-mail: [aj@virtualworkspace.com](mailto:aj@virtualworkspace.com)  
Web site: [www.virtualworkspace.com](http://www.virtualworkspace.com)

At the bottom of the form, there is a navigation bar with two buttons: "previous" and "next". To the right of these buttons is a date field displaying "10/20/98".

Figure 21

The screenshot shows a web-based form titled "E- Proposal" in a stylized font. The form is divided into two main columns: "Virtual Workspace" and "Recipient". Each column contains fields for "Signature", "Title", and "Date", each followed by a horizontal line for input. Below these fields, a paragraph of text reads: "After you have signed the proposal, simply click on the send icon to return the proposal to our organization." Below this text is a button labeled "Send". At the bottom of the form, there are navigation buttons labeled "previous" and "next" with arrows, and a date field showing "10/20/98".

E- Proposal	
<b>Virtual Workspace</b>	<b>Recipient</b>
Signature : _____	Signature : _____
Title : _____	Title : _____
Date : _____	Date : _____
After you have signed the proposal, simply click on the send icon to return the proposal to our organization.	
<input type="button" value="Send"/>	
<div>◀ previous    next ▶    10/20/98</div>	



Figure 22

**Electronic Contract Tag**

File Edit Message Transfer Mailbox Settings Special Help

**View Tag**

**Help**

**Support Services**

**How To**

Date and time proposal was sent (auto) \_\_\_\_\_

Date and time proposal was received (auto) \_\_\_\_\_

Date and time proposal was opened (auto) \_\_\_\_\_

Date and time proposal was accepted (auto) \_\_\_\_\_

Account Manager \_\_\_\_\_

Workstation of origin (auto) \_\_\_\_\_

Documents original version (auto) \_\_\_\_\_

Prepared by (auto) \_\_\_\_\_

Passwords and log in verification (auto) \_\_\_\_\_

Type of documents (drop down menu) \_\_\_\_\_

(Legal, Correspondence, Personnel, Accounting, Finance, Other)

Client name \_\_\_\_\_ (drop down menu)

Client # \_\_\_\_\_ scan match the client name

Project # \_\_\_\_\_ scan client name and client #

Purpose of document (drop down box) \_\_\_\_\_

Date (auto) \_\_\_\_\_

Time (auto) \_\_\_\_\_

Fill in box for text notes \_\_\_\_\_

Document Version Number \_\_\_\_\_

(auto if you use Save As command)

Authoritative version Yes No

Cross referenced to: (List document codes in drop down menu, click menu for further information)

previous next print 10/20/98

Figure 23

The screenshot displays the 'Email Tag' application window. On the left is a dark sidebar with four buttons: 'View Tag', 'Help', 'Support Services', and 'How To'. The main area has a menu bar with 'File', 'Edit', 'Message', 'Transfer', 'Mailbox', 'Settings', 'Special', and 'Help'. Below the menu bar is a title bar that says 'Email Tag'. The main content area contains a form with the following fields and options:

- Software used (auto) \_\_\_\_\_
- Software version (auto) \_\_\_\_\_
- Other storage media \_\_\_\_\_
- Workstation of origin (auto) \_\_\_\_\_
- Documents original version (auto) \_\_\_\_\_
- Prepared by (auto) \_\_\_\_\_
- Passwords and log in verification (auto) \_\_\_\_\_
- Type of documents (drop down menu) \_\_\_\_\_  
(Legal, Correspondence, Personnel, Accounting, Finance, Other)
- Client name \_\_\_\_\_ (drop down menu)
- Client # \_\_\_\_\_ scan match the client name
- Project # \_\_\_\_\_ scan client name and client #
- Purpose of document (drop down box) \_\_\_\_\_
- Date (auto) \_\_\_\_\_
- Time (auto) \_\_\_\_\_
- Fill in box for text notes \_\_\_\_\_
- Document Version Number \_\_\_\_\_  
(auto if you use Save As command)
- Authoritative version Yes No
- Cross referenced to: (List document codes in drop down menu, click menu for further information)

At the bottom of the window is a status bar with three buttons: 'previous', 'next', and 'print', followed by the date '10/20/98'.

Figure 24

The screenshot shows a web application interface. On the left is a dark sidebar with white text links: [View Tag](#), [Help](#), [Support Services](#), and [How To](#). The main content area has a title bar **Requesting Email** and a menu bar with [File](#), [Edit](#), [Message](#), [Transfer](#), [Mailbox](#), [Settings](#), [Special](#), and [Help](#). Below the menu bar is the instruction *Please fill in the form to request an archived email*. The form contains the following fields and controls:

- Name:
- Email Address:
- Division/Department:
- User Access Code:
- Purpose of email request:
- Enter the email reference number (drop down menu):
- A text block: "If you do not know the reference code of the email you want to request, you may want to search for the email."
- A **Search** button.

At the bottom of the page is a navigation bar with [previous](#), [next](#), and [print](#) buttons, followed by the date 10/20/98.

Figure 25

View Tag

Help

Support Services

How To

Search

Email Search

File Edit Message Transfer Mailbox Settings Special Help

Workstation of Origin

Keyword Search

Application used to create the email

Client Name

Prepared by

Date of email receipt

Project #

Date of creation

previous

next

print

10/20/98

Figure 26

<i>Email Search</i>	
File Edit Message Transfer Mailbox Settings Special Help	
<a href="#">View Tag</a>	Email Version Number <input type="text"/>
	All related files or electronic records <input type="text"/>
	All emails from same organization <input type="text"/>
	All parts (volume) of a file folder <input type="text"/>
	All emails from the same person <input type="text"/>
<a href="#">Help</a>	Email on a file <input type="text"/>
<a href="#">Support Services</a>	All transactions per client/project <input type="text"/>
<a href="#">How To</a>	Electronic records attached to the email <input type="text"/>
<a href="#">Search</a>	To whom <input type="text"/>
<div>◀ previous   next ▶   print ▶   10/20/98</div>	

Figure 27

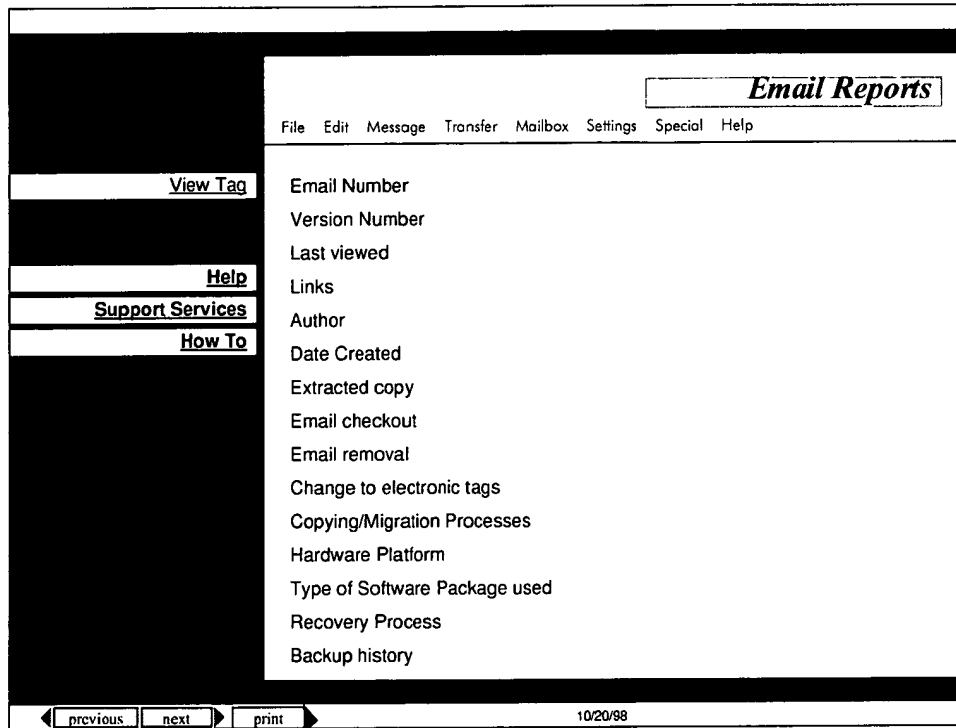


Figure 28

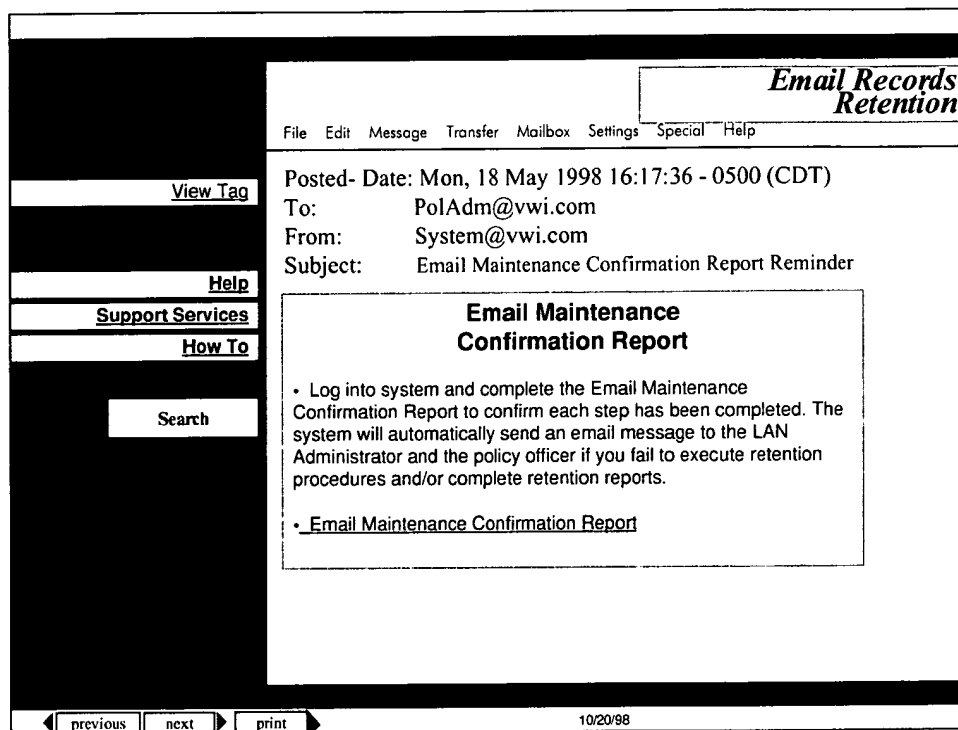


Figure 29

